Brittany E. Lutz

From: noreply@civicplus.com
Sent: Tuesday, February 21, 2023 11:31 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

EXTERNAL EMAIL
This email originated from outside Grant County's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	BRANDON GUERNSEY
Dept/Committee	PROSECUTOR'S OFFICE
Date of Request	2/21/2023
Travel Type	Out of State Travel
Departure Date	4/3/2023 2:15 PM
Return Date	4/7/2023 10:00 AM
Grant	No
Fund/Dept	001.109.00.0000.515354300
Destination (City, County, State)	ST LOUIS, ST LOUIS COUNTY, MO
Purpose of Travel	To attend the Karpel Solutions National User Group Meeting in St. Louis, Missouri scheduled for April 4, 2023 - April 6, 2023. Brandon and Chad will have to travel April 3rd and April 7th, due to the meeting agendas. Karpel is the prosecutor office's data base and Brandon and Chad are the administrators. This meeting is usually held once a year, but due to COVID they have not been able to attend since 2019, therefore this would be very beneficial for our office to have them there.
Hotel - GSA Rate	141.00
Hotel - Nightly Rate	141.00
Cost Application	Conference Rate
Rental Car Required	Yes

RECEIVED
FEB 21 2023
GRANT COUNTY COMMISSIONERS

Hotel Total	665.13
Conference Fee	325.00
Daily M&IE at Destination	74.00
Rental Car Cost per day	95.00
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	The hotel tax is not included in the nightly rate, only in the total. We are only requesting one room though, as Brandon and Chad are willing to share a room.
Air Carrier	Southwest
Cost of Flight	434.76
Total trip cost (Include all cost totals)	$2,312.42
Preparer's Name	Janet Millard
Preparer's Title	Administrative Assistant
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

Email not displaying correctly? View it in your browser.